

COAST LIFE SUPPORT DISTRICT

P.O. Box 1056, Gualala, CA 95445

Tel: (707) 884-1829 Fax: 884-9119

AGENDA

REGULAR MEETING OF THE BOARD OF DIRECTORS

>>> 4:30 pm Monday, May 19, 2014 <<<

Elaine Jacobs Center

Gualala, CA

1. Call to Order Toedter
2. Adoption of the Agenda
3. Minutes Approval
4. Privilege of the Floor – Public Comment
5. Old Business – Information or Action
 - Director Appointment - Action Toedter
 - FY12-13 Audit Report Approval - Action Rice
 - Election Consolidation Resolution – Action Foster
 - Urgent Care Contract Resolution – Action Perry
 - Joint Operating Agreement – Action Perry
 - Fiscal Year 2014-2015 Resolutions – Action Rice
 1. Preliminary FY14-15 Budget Resolution
 2. Tax Rates Resolution
 3. Fees Resolution
 4. Proposition 4 Resolution
6. New Business
7. Reports
 - Committee Reports
 - District Administrator
 - April A/R, Write-offs Approval - Action
8. Other
 - General announcements
 - Appointed Director Oath of Office
 - District Administrator Evaluation – CLOSED SESSION
9. Adjournment
- Scheduled Board of Director meetings (4:30 at Bill Platt Training Center unless otherwise noted):
 - June 16, 2014



MINUTES OF THE MEETING OF THE
BOARD OF DIRECTORS
April 21st, 2014

Call to Order. President Tom Toedter called the meeting to order at 4:30p.m. Present: Directors Randolph, Perry, Schwartz, Rice, Provencher. Absent/Excused: Dodds

Adoption of the Agenda. The Closed Session on the District Administrator Evaluation was reclassified as open since only the process will be discussed. Director Schwartz moved approval with the modification, Director Dodds second, all ayes.

Approval of March 18th, 2014 Board Minutes. Director Rice moved to adopt the Minutes. Director Perry second, all ayes.

Privilege of the Floor- Public Comment: None

Old Business-Information or Action

- Measure J Election Report-Foster: Measure J passed with 68.9% of the vote. The area of the CLSD living closest to RCMS voted 80% or more. Director Randolph commented on the successful campaign but need for further public education in regards to both CLSD and RCMS services within the communities served.
- Joint Oversight Committee Update-Perry: A committee will be forming in the very near future. There is still no final response from St. Joseph's/SRMH regarding their possible involvement but discussion/meetings are scheduled. The new UC program launch date is set for July 1, 2014.
- Strategic Planning Offsite Update-Toedter: The facilitator will send out a survey to directors soon. The offsite will be Saturday, May 3, 2014, at the Ft. Ross Vineyard from 8:45-5:00 p.m. Any public planning to attend please R.S.V.P. to Scott Foster for lunch arrangements.

- FY 12-13 Audit Report-Rice: The Finance Committee met to discuss the recommended changes. DA Foster has sent the changes to the auditor. The committee will meet again in May and then present the audit for board approval. The finance committee recommends using Collins Accounting next year. DA Foster to finalize audit arrangements.

New Business:

- Resolution 22x Election Consolidation with Sonoma County-Information
- Fiscal Year 2014-2015 Draft Resolutions-Information:
 1. Preliminary budget Resolution 22x
 2. Fees Resolution 22x
 3. Tax Rates Resolution 22x
 4. Proposition 4 Resolution 22x
 5. Funds Transfer Resolution 22xThe above resolutions were presented by Foster for Board review as new business.
- Urgent Care Contract-Foster: The Finance Committee will review the final contract and budget, and present an approval resolution at the May board meeting.
- Director Terms and Elections- Toedter: The following board members are up for re-election as follows: Rice (4 yr term) Perry (4 yr term) Toedter (4 yr term) and Provencher (2 yr term).
Director Rice discussed his intention to resign at the June 2014 BOD meeting. DA Foster to post the public announcement in ICO for open board seats and coordinate responses. President Toedter and Directors Schwartz and Provencher will interview the applicants and recommend a candidate to the board for approval at the May board meeting.

Reports:

- Committee Reports: Director Rice reported on the Finance Committee meeting including 2014-2015 FY capital expenditures for a replacement ambulance at about \$140K and additional office space for the business office and medical records storage at \$30K. DA Foster presented the quarterly QA report from the Medical Director.
- District Administrator's Report: See Board Packet
- March 2014 A/R and write-off report: Director Schwartz moved, Director Rice second, all ayes.

General Announcements:

- District Administrator's Annual Evaluation will be sent by email to directors by Randolph with a request to fill out and return ASAP.
- Next Board of Directors Meeting scheduled for Monday, May 19th @ 4:30 p.m.

Adjournment. Director Perry moved for adjournment, Director Schwartz second, all ayes. Meeting adjourned at 5:45pm.

Minutes approved:

Date

**COAST LIFE SUPPORT DISTRICT
RESOLUTION No. 222**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE COAST LIFE
SUPPORT DISTRICT, STATE OF CALIFORNIA, ORDERING AN ELECTION
TO BE HELD AND REQUESTING CONSOLIDATION WITH THE
NOVEMBER 4, 2014 GENERAL DISTRICT ELECTION**

WHEREAS, an election will be held on November 4, 2014, in the Coast Life Support District for the purpose of electing District Directors to fill positions that will expire in 2014;

BE IT RESOLVED that the District Directors of said district hereby request consolidation with any election that may be held on the same day, in the same territory or in territory that is in part the same.

THE FOREGOING RESOLUTION was introduced by Director _____, who moved for its adoption, seconded by Director _____, and passed on this 19th day of May 2014 by the following roll call vote:

Directors: Toedter
Randolph
Rice
Schwartz
Dodds
Provencher
Perry

Ayes: Noes: Abstain: Absent:

WHEREUPON, the President declared the foregoing RESOLUTION adopted and SO ORDERED.

Will Randolph, Secretary

COAST LIFE SUPPORT DISTRICT
RESOLUTION NUMBER 223

RESOLUTION AUTHORIZING CONTRACTING FOR URGENT MEDICAL CARE
SERVICES WITH REDWOOD COAST MEDICAL SERVICES

WHEREAS, Voters within the Coast Life Support District (District), in the April 10, 2012 election, approved removal of the term "After Hours" from the existing After Hours Urgent Care parcel tax approved by the Voters on June 3, 1997; and

WHEREAS, Voters within the Coast Life Support District, in the April 8, 2014 election, approved Measure J, increasing the Urgent Care parcel tax to a maximum of \$74 per taxable unit of benefit, and

WHEREAS, the District has surveyed medical providers in the District and determined that the sole provider of medical services in the District reasonably capable of delivering Urgent Medical Care services is Redwood Coast Medical Services (RCMS); and

WHEREAS, the District issued a Request for Proposal (RFP) for Urgent Medical Care services and received a bid from RCMS following the process described in the RFP, and has determined that they are qualified to provide urgent care medical services as specified in the RFP; and

WHEREAS, the District has determined that RCMS is prepared to provide Urgent Care for the period of five years for a total maximum payment of \$621,539 for the first year and an amount in successive years to be approved by the District Board of Directors annually; and

WHEREAS, Urgent Medical Care is defined in the RFP as being medical consultation and treatment for non-life threatening conditions which may be uncomfortable and/or may deteriorate into more serious or life-threatening conditions; and

WHEREAS, Urgent Medical Care under this program is to be provided to the community seven days per week, ten hours per day, and

WHEREAS, the District has determined that there are funds available as a result of the Voters approval to increase the parcel tax to support a contract for Urgent Care with RCMS

NOW THEREFORE BE IT RESOLVED:

1. The Coast Life Support District enter into an agreement with Redwood Coast Medical Services to provide Urgent Care in accordance with the terms and

conditions of the District's RFP 14-01 and the Proposal provided by RCMS in response to the RFP.

2. That the President of the District is authorized to sign the agreement with RCMS.
3. That the District Administrator is directed to include the funding for Urgent Care in the FY2014-15 and future Budgets per terms of the Agreement with RCMS, or until directed otherwise by the Board of Directors.

The above Resolution was introduced by Director _____, who moved its adoption, seconded by Director _____.

Roll Call Vote:

Toedter____ Rice____ Provencher____
Schwartz____ Dodds____ Perry____ Randolph____
Ayes____ Noes____ Abstain____ Absent____

WHEREUPON, The President declared the foregoing Resolution adopted and SO ORDERED.

WILL RANDOLPH, SECRETARY

		<u>FY14</u> <u>Budget</u>	<u>FY14</u> <u>Est. Actual</u>	<u>FY15</u> <u>Budget</u>	<u>\$ Delta</u>	<u>%</u>
EMS PROGRAM						
EMS Income						
4000	Tax	913.0	913.6	913.0	-0.6	-0.1%
4200	Ambulance	573.1	493.8	476.4	-17.4	-3.5%
4x00	Other	<u>3.6</u>	<u>163.3</u>	<u>3.8</u>	-159.5	-97.7%
	Total	1489.7	1570.7	1393.2	-177.5	-11.3%
EMS Expense						
5000	Personnel	1058.0	1058.1	1015.9	-42.2	-4.0%
6000	Operations	162.0	162.0	182.2	20.2	12.5%
6700	Overhead	60.9	60.8	66.5	5.7	9.4%
6900	Training	11.0	8.0	11.0	3.0	37.5%
8000	Interest	4.0	3.5	1.3	-2.2	-62.9%
9000	Depreciation	83.2	71.7	82.0	10.3	14.4%
	Total	1379.1	1364.1	1358.9	-5.2	-0.4%
<i>EMS PROGRAM NET</i>		<i>110.6</i>	<i>206.6</i>	<i>34.3</i>	<i>-172.3</i>	<i>-83.4%</i>
URGENT CARE						
UC Income						
4000	Tax	197.2	197.2	638	440.8	223.5%
4400	Misc		1.7	1.3	-0.4	-23.5%
	Total	197.2	198.9	639.3	440.4	221.4%
UC Expense						
7000		237.6	408.3	638	229.7	56.3%
<i>UC PROGRAM NET</i>		<i>-40.4</i>	<i>-209.4</i>	<i>1.3</i>	<i>210.7</i>	<i>-100.6%</i>
<i>CLSD TOTAL NET</i>		<i>70.2</i>	<i>-2.8</i>	<i>35.6</i>	<i>38.4</i>	



Coast Life Support District
FY14/15 Preliminary Budget Summary

BUDGET HIGHLIGHTS - FISCAL YEAR 2014/15 – CHANGES FROM ESTIMATED ACTUAL FY14

EMS PROGRAM

EMS INCOME Net change (\$177.5K)

- 4000 Tax income forecast with *minimal changes*
- 4200 Ambulance Income (\$17.4K) [NOTE: this is based on a FY14 ambulance income that is already expected to be \$96.7K less than budgeted.] *Changes primarily based on (1) cumulative collections at FY14 3rd Qtr averaging \$1324 per transport (FY13 performance was \$1551) with no change in volume, and (2) \$8K higher cost than actual FY14 for fifty percent Resident Discount.*
- 4400 Miscellaneous Income (\$159.5K) This reflects the one-time windfall this year for the GEMT program (Medi-Cal reimbursement) for FY10-13. FY14 and forward will be much smaller, as the eligible population diminishes. Although there is legislation in the pipeline to expand those eligible for the program, which could result in a large annual increase in collections, it is too early to count this as forecast income for planning purposes.

EMS EXPENSE Net change (\$5.2K)

- 5000 Personnel Expense (\$42.2K) *Net Decrease from FY14 Estimated Actuals*
 - 5300 Payroll Taxes (\$13.7). *New tax calculation multipliers.*
 - 5350 CalPERS Decrease (\$16.4K). *New PEPRRA program reduces employer contribution for new CalPERS employees*
 - 5400 Salaries and Wages +\$2.5K. *Consolidation of part-time into full-time staff, longevity step increases for Operations Mgr and BLS EMT crew, eliminating Ops Mgr overhead allocation to Urgent Care Program.*
 - 5500 Workers Comp Insurance (\$7.5K). *Clean OTJ Injury record benefit.*
- 6000 Ambulance Operations/Overhead +\$25.9K *Net Increase from FY14 Estimate*
 - 6040 Dispatch Services +\$7K *REDCOM fee increase.*
 - 6100 Station/Crew Housing +\$1.5K *increase over general under-execution for FY14. Includes replacement construction of storage shed.*
 - 6410 Communications +\$9K *increase over FY14 estimate. Includes +\$9.7K for replacement handheld radios for BLS crew.*
 - 6900 Training Programs +\$3K *increase over \$8K FY14 estimated, a consistently under-executed budget.*

9000 9000 Depreciation Expense +\$10.3K *Depreciation on FY14 Capital Equipment Purchases: new ambulance and EKG monitor*

EMS Program Net +\$34.3K or 2.5%

URGENT CARE PROGRAM

UC INCOME Net Change \$440.4K
[NOTE: This presumes the UC tax collected matches the program expenses with no addition to UC reserves, and with a contract cost of \$621K.]

4000 Tax +\$440.8K. Presumes a \$621K contract and other program changes, with a tax rate to match program expenses.

4400 Misc. Income (\$0.4K) Interest on self-loan for ambulance purchase

UC EXPENSE Net change +\$229.7K

7000 Program Expense +\$229.7. Reflects presumed \$621K contract, reducing CLSD administrative overhead to only District Administrator's time (20%), and transfer of the entire Urgent Care Advice Line program (including physician consultant) to RCMS.

Urgent Care Program Net: +\$1.3K or 0.2%

CLSD Total Program Net: +\$35.6K or 1.7%

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DONNA DUNK, CPA
ASSISTANT
AUDITOR-CONTROLLER

JONATHAN KADLEC
ASSISTANT
TREASURER-TAX COLLECTOR

Date: May 5, 2014
To: Special Districts Governed by Local Boards 
From: David Sundstrom, Auditor-Controller-Treasurer-Tax Collector
Subject: Follow up to my letter dated April 1, 2014, regarding SB288 and temporary transfers

Several independent special districts have inquired with the Auditor-Controller-Treasurer-Tax Collector (ACTTC) for guidance in implementing SB288. On April 1, 2014, I sent a letter to all Special Districts governed by Local Boards answering many questions related to this topic. The purpose of this letter is to follow up with additional information related to temporary transfers.

In my letter of April 1, 2014, I noted that the ACTTC's interpretation of the plain language in Article XVI, Section 6, of the California Constitution is that temporary transfers can only be offered to districts whose funds are in custody and paid out solely through the county treasurer's office. As such, temporary transfers would not be available to Districts that use a revolving fund or an outside bank account. I also noted that the ACTTC would seek County Counsel's interpretation of Article XVI, Section 6, of the California Constitution and other statutes that may be applicable to temporary transfer eligibility.

Since that time, we have received County Counsel's opinion on the above-mentioned section of the California Constitution, and County Counsel concurs with the interpretation issued in our April 1, 2014, letter. Therefore, temporary transfers will not be available to Districts that use a revolving fund or an outside bank account. I would encourage any District that needs a temporary transfer that cannot be provided by the ACTTC to consult with their financial institution to determine if a line of credit could be issued through the financial institution.

If the district has additional questions or concerns about the above, please contact:

Dennis Rehe at dennis.rehe@sonoma-county.org or
Erick Roeser at erick.roeser@sonoma-county.org.

COAST LIFE SUPPORT DISTRICT

RESOLUTION No: 224

ADOPTION OF PRELIMINARY BUDGET FOR FISCAL YEAR 2015

WHEREAS, Coast Life Support District Board of Directors, Finance Committee and Staff have reviewed the current financial position for the past year, and

WHEREAS, the District has a need to maximize its revenues, including maintaining the benefit assessment special tax rates as approved by the voters for Emergency Medical Services, and

WHEREAS, the District has reviewed the Ambulance billing charges, in order to maximize revenue while maintaining rates consistent with medical cost inflation,

WHEREAS, the District will require the full assessment as authorized for Urgent Care services in order to fully fund the current program and provide adequate funds for development of any potential future after hours program and any other authorized use, and

WHEREAS, the District Board of Directors will approve any expenditures of Urgent Care funds in support of, but beyond current program, and

WHEREAS, Reserve funding must remain at prudent levels to support contingencies and capital replacement requirements, and

WHEREAS, Coast Life Support District anticipates Revenues of the following:

Sonoma County	\$667,457
Mendocino County	\$883,170
Ambulance Billings	\$476,358
Training Class Fees	\$2,000
Miscellaneous	<u>\$5,138</u>
Total Budgeted Revenue	\$2,034,123

WHEREAS, the following Expenditures will provide the resources necessary to meet the established objectives for the next Fiscal Year:

Ambulance Operations	\$1,199,563
District Administration & Overhead	\$66,999
Training Programs	\$11,000
Urgent Care Program	\$637,527
Interest & Depreciation	\$83,338
Reserve Fund Expense	<u>\$35,696</u>
Total Budgeted Expenditures	\$2,034,123

Capital Expenditures	
Ambulance	\$140,000
Station Expansion	\$30,000
COAST BLUE Final Buildout	\$13,000

BE IT RESOLVED that the Board of Directors authorize its Officers, Administrator and Staff to make expenditures necessary to operate the Ambulance service and all Authorized programs,

BE IT FURTHER RESOLVED that the Board of Directors authorized the above amounts for the Coast Life Support District's Budget for Fiscal Year 2015.

The above resolution was introduced by Director _____, who moved its adoption, seconded by Director _____, and passed and adopted on this 19th day of May 2014 by the following roll call vote:

Directors: Toedter
 Randolph
 Rice
 Schwartz
 Dodds
 Perry
 Provencher

Ayes: Noes: Abstain: Absent:

WHEREUPON, the President declared the foregoing RESOLUTION adopted and SO ORDERED.

Will Randolph, Secretary

**COAST LIFE SUPPORT DISTRICT
RESOLUTION No. 225**

ADOPTION OF TAX RATES FOR FISCAL YEAR 2015

WHEREAS, in March 2012 the voters of the Coast Life Support District authorized the District Board of Directors to levy a Special Tax of up to \$44 per benefit unit to support Emergency Medical Services, and

WHEREAS, in April 2014, the voters of the District approved a Special Tax assessment of up to \$74 for a developable parcel, and \$148 for a developed parcel, to support Urgent Care,

WHEREAS, Coast Life Support District's budget for Fiscal Year 2015 requires a Special Tax rate of \$44 per benefit unit for Emergency Medical Services and \$57.50/\$115.00 Special Tax for developable/developed parcels to provide Urgent Care,

BE IT RESOLVED that the Special Tax rate of \$44 per benefit unit for Emergency Medical Services, plus \$57.50 per benefit unit per parcel for Urgent Care, be assessed accordingly to parcels in the District,

BE IT FURTHER RESOLVED that the Coast Life Support District renews its agreements with the appropriate offices of Mendocino and Sonoma Counties for collections of the assessments through the property tax rolls.

The above RESOLUTION was introduced by Director _____, who moved for its adoption, seconded by Director _____, and passed on this 19th day of May 2014 by the following roll call vote:

Directors: Toedter
 Randolph
 Rice
 Schwartz
 Dodds
 Provencher
 Perry

Ayes: Noes: Abstain: Absent:

WHEREUPON, the President declared the foregoing RESOLUTION adopted and SO ORDERED.

//signed//
Will Randolph, Secretary

**COAST LIFE SUPPORT DISTRICT
RESOLUTION No. 226**

ADOPTION OF AMBULANCE RATES FOR FISCAL YEAR 2015

WHEREAS, the Coast Life Support District last adjusted the rates at which Ambulance Services are billed in July of 2013, and

WHEREAS, the rates are intended to reflect the actual operating costs of the Ambulance Service inflated at the Consumer Price Index – Urban for Medical Services rate of 2.4%,

WHEREAS, with the passage of AB 2091 Berg, as of January 1, 2007, the District may charge Residents and Taxpayers of the District a Fee for Service Rate less than that of Non-Residents and Non-Taxpayers, and

WHEREAS, the District recognizes the disparity between what a Resident/Taxpayer actually pays for services versus what a Non-Resident/Non-Taxpayer pays, vis-à-vis their parcel tax contribution, and

WHEREAS, as Resident/Taxpayer is defined as either having a mailing address within the District or owning property within the District or both,

BE IT THEREFORE RESOLVED that the rate schedule adopted, effective July 1, 2014 and in effect until changed by resolution, be as follows:

BASIC CHARGES:

BLS Non-Emergency	\$1056
BLS Emergency	\$1551
BLS Emergency/Night	\$1678
ALS I Non-Emergency	\$2664
ALS I Emergency	\$3184
ALS I Emergency/Night	\$3589
ALS I Emergency/EKG	\$3389
ALS I Emergency/EKG/Night	\$3586
ALS II Emergency	\$3728
ALS II Emergency/Night	\$3945
Mileage per mile	\$35
Oxygen	\$158
EKG	\$221
BLS Treat and Release	\$198
ALS Treat and Release	\$488
Late Payment Fee	\$12

AND BE IT FURTHER RESOLVED, that Resident/Taxpayers will receive a fifty percent reduction in the balance owed after third-party payments, if any,

AND BE IT FURTHER RESOLVED, that these charges be reviewed annually and changes included in the Budget for the following year.

The above RESOLUTION was introduced by Director _____, who moved for its adoption, seconded by Director _____, and passed on this 19th day of May, 2014,

WHEREUPON, the President declared the foregoing RESOLUTION adopted and SO ORDERED.

Will Randolph, Secretary

**Coast Life Support District
District Administrator's Report
May 19th, 2014**

1. Disaster Preparedness

- a. Mendocino County Emergency Services is conducting a county-wide communications exercise in June for the Healthcare Coalition members, who are largely the rural clinics supported by the hospitals. As the lead on medical support for South Coast disaster operations, CLSD will be participating with support from our volunteer HAM operators.

2. Logistics & Finance

- a. Medi-Cal Reimbursement. We've received about \$150K in the last two weeks, with about \$10-15K to go. It's important to note this is a one-time windfall, as it includes retroactive reimbursement to January 2010. The annual forecast under current rules is closer to \$20-30K. A Senate bill now working its way up the California legislature will expand eligibility to increase our revenue for all Medi-Cal patients, from about \$118 per transport to about \$2300 per transport.
- b. Equipment. We await our replacement EKG monitor, which has significantly increased functionality and will better support our patient care on long transports.

3. Urgent Care

- a. With the board's support of the resolution to contract with RCMS for Urgent Care services, I will endeavor to complete the contract in the next week or two.

/s/
Scott Foster
District Administrator

Coast Life Support District Accounts Receivable Status

April-14

ALS Transports	33
BLS Transports	7
Dry Runs	18
ALS/BLS Treat & Release	3
Total Activity	61

Accounts Receivable Balance @ 03/31/2014 \$261,486.62

Ambulance Revenue	\$	200,802.00
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Reductions to Revenue

MediCare Required		(\$68,165.25)
Medi-Cal Required	\$	(26,775.53)
District Resident 50% Discount	\$	(4,386.96)
Total Reductions for Month	\$	(99,327.74)

Ambulance Revenue Net \$ 362,960.88

Payments Received	\$	(49,015.72)
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Write-Offs

Collections Agency	\$	(9,395.20)
Other Adjustments	\$	(260.40)
Total Write-Offs for Month	\$	(9,655.60)

Accounts Receivable Balance @ 04/30/2014 \$ 304,289.56

CURRENT	\$	163,444.66
31-60 Days	\$	51,217.45
61-90 Days	\$	25,196.58
91+ Days	\$	64,430.87

Aging Report Balance @ 04/30/2014 \$ 304,289.56

Payment Plan Accounts EOM: 13@\$17,703.03

Cash on Hand

FAMIS Account	\$	606,263.32
Redwood Credit Union Checking	\$	183,211.87
Total Cash on Hand	\$	789,475.19

Board Approval/Secretary: _____ (Date)